

	Program 3455-S (Category 1)	March 1, 2012 through February 28, 2013 (plus four option years)									
			IKON Document Services Ft. Lauderdale FL		IMAGING UNIVERSE Ft. Lauderdale FL		XPEDIAIMAGING Weston FL		GPO Estimate		
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:										
1.	Black only										
(a)	Grade A.....per impression										
(1)	Format A	2,500	0.04	100.00	0.025	62.50	0.02	50.00	0.025	62.50	
(2)	Format B	125	0.04	5.00	0.025	3.13	0.02	2.50	0.025	3.13	
(b)	Grade B.....per impression										
(1)	Format A	375	0.045	16.88	0.025	9.38	0.02	7.50	0.025	9.38	
(2)	Format B	19	0.045	0.86	0.025	0.48	0.02	0.38	0.025	0.48	
(c)	Grade C.....per impression										
(1)	Format A	12,245	0.08	979.60	0.03	367.35	0.02	244.90	0.035	428.58	
(2)	Format B	612	0.08	48.96	0.03	18.36	0.02	12.24	0.035	21.42	
(d)	Grade D.....per impression										
(1)	Format A	162,936	0.115	18,737.64	0.04	6,517.44	0.04	6,517.44	0.045	7,332.12	
(2)	Format B	1,629	0.115	187.34	0.04	65.16	0.04	65.16	0.045	73.31	
(e)	Over sized docs... per sq. foot	10	0.50	5.00	0.20	1.00	0.49	2.45	0.20	2.00	
2.	Color copying										
(a)	Grade A.....per impression										
(1)	Format A	93	0.50	46.50	0.15	6.98	0.15	6.98	0.15	1.05	
(2)	Format B	10	0.50	5.00	0.15	1.50	0.15	1.50	0.15	1.50	
(b)	Grade B.....per impression										
(1)	Format A	121	0.50	60.50	0.15	18.15	0.15	18.15	0.15	18.15	
(2)	Format B	14	0.50	7.00	0.15	2.10	0.15	2.10	0.15	2.10	
(c)	Grade C.....per impression										
(1)	Format A	92	0.50	46.00	0.15	13.80	0.15	13.80	0.15	13.80	
(2)	Format B	10	0.50	5.00	0.15	1.50	0.15	1.50	0.15	1.50	
(d)	Grade D.....per impression										
(1)	Format A	919	0.50	459.50	0.15	137.85	0.15	137.85	0.15	137.85	
(2)	Format B	102	0.50	51.00	0.15	15.30	0.15	15.30	0.15	15.30	
(e)	Over sized docs... per sq. foot	10	5.00	50.00	0.20	2.00	0.49	4.90	0.59	5.90	
3.	Tab dividers										
(1)	Format A .....each	25	0.15	3.75	0.09	2.25	0.10	2.50	0.09	2.25	
4.	Blowbacks from CD or DVD										
(a)	Black only...per impression										
(1)	Format A	50,000	0.06	3,000.00	0.04	2,000.00	0.04	2,000.00	0.04	2,000.00	
(2)	Format B	500	0.06	30.00	0.04	20.00	0.04	20.00	0.04	20.00	
(b)	Color....per impression										
(1)	Format A	98	0.50	49.00	0.15	14.70	0.15	14.70	0.15	14.70	
(2)	Format B	11	0.50	5.50	0.15	1.65	0.15	1.65	0.15	1.65	
(c)	Oversized docs... per sq. foot										
(1)	Black Only	10	0.50	5.00	0.20	2.00	0.49	4.89	0.20	2.00	
(2)	Color Only	5	5.00	25.00	0.20	1.00	0.59	2.95	0.59	2.95	
II.	SCANNING										
1.	Black only										
(a)	Grade A.....per image										
(1)	Format A	3,616	0.04	144.64	0.03	108.48	0.02	72.32	0.025	90.40	
(2)	Format B	36	0.04	1.44	0.03	1.08	0.02	0.72	0.025	0.90	
(b)	Grade B.....per image										
(1)	Format A	7,231	0.045	325.40	0.03	216.93	0.02	144.62	0.025	180.78	
(2)	Format B	72	0.045	3.24	0.03	2.16	0.02	1.44	0.025	1.80	
(c)	Grade C.....per image										

Program 3455-S (Category 1)		March 1, 2012 through February 28, 2013 (plus four option years)								
(1)	Format A	14,461	0.08	1,156.88	0.03	433.83	0.02	289.22	0.035	506.14
(2)	Format B	145	0.08	11.60	0.03	4.35	0.02	2.90	0.035	5.08
(d)	Grade D.....per image									
(1)	Format A	28,921	0.115	3,325.92	0.035	1,012.24	0.04	1,156.84	0.06	1,735.26
(2)	Format B	289	0.115	33.24	0.035	10.12	0.04	11.56	0.06	17.34
(e)	Over sized docs... per sq. foot	10	0.50	5.00	0.20	2.00	0.49	4.90	0.20	2.00
2.	Color copying									
(a)	Grade A.....per impression									
(1)	Format A	13	0.50	6.50	0.03	0.39	0.15	1.95	0.15	1.95
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.15	0.15
(b)	Grade B.....per impression									
(1)	Format A	25	0.50	12.50	0.03	0.75	0.15	3.75	0.15	3.75
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.15	0.15
(c)	Grade C.....per impression									
(1)	Format A	50	0.50	25.00	0.03	1.50	0.15	7.50	0.15	7.50
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.15	0.15
(d)	Grade D.....per impression									
(1)	Format A	100	0.50	50.00	0.035	3.50	0.15	15.00	0.15	15.00
(2)	Format B	1	0.50	0.50	0.035	0.04	0.15	0.15	0.15	0.15
(e)	Over sized docs.....per sq.foot	10	5.00	50.00	0.20	2.00	0.49	4.90	0.59	5.90
3.	Optical Character Recognition									
(a)	OCR scanning...per scan									
(1)	Format A	27,482	0.01	274.82	0.025	687.05	0.02	549.64	0.025	687.05
(2)	Format B	5,496	0.01	54.96	0.025	137.40	0.02	109.92	0.025	137.40
III.	OBJECTIVE, SUBJECTIVE & IN-TEXT									
1.	Biblio. Objective coding									
(a)	1-30 key-strokes per field...per 100 field	1,649	4.50	7,420.50	0.00	0.00	0.05	82.45	0.15	247.35
(b)	ea. add'l 30 key strokes... per field	55	0.045	2.48	0.00	0.00	0.05	2.75	0.10	5.50
2.	Biblio. Subjective coding									
(a)	1-30 key-strokes per field...per 100 field	220	7.50	1,650.00	0.00	0.00	0.05	11.00	0.15	33.00
(b)	ea. add'l 30 key strokes... per field	55	0.075	4.13	0.00	0.00	0.05	2.75	0.10	5.50
3.	In -text coding									
(a)	1-30 key-strokes per field...per 100 field	55	12.00	660.00	0.00	0.00	0.05	2.75	0.15	8.25
(b)	ea. add'l 30 key strokes ... per feld	55	0.12	6.60	0.00	0.00	0.05	2.75	0.10	5.50
4.	Placement of staples/dividers/ect.									
(a)	Std. (physical) doc. Boundries	110	0.00	0.00	0.00	0.00	0.05	5.50	0.15	16.50
(b)	Logical (relationship) doc. Boundries	55	0.12	6.60	0.00	0.00	0.05	2.75	0.15	8.25
IV.	ADDITIONAL OPERATIONS:									
1.	Bates Identification ea. Original	142,688	0.05	7,134.40	0.03	4,280.64	0.025	3,567.20	0.03	4,280.64
2.	Bates Identification ea. Unique ID	11,415	0.03	342.45	0.03	342.45	0.02	228.30	0.03	342.45
3.	Up-charge for index stock...per leaf	50	0.05	2.50	0.05	2.50	0.04	2.00	0.05	2.50
4.	Duplicate CD.....per CD	79	5.00	395.00	15.00	1,185.00	15.00	1,185.00	15.00	1,185.00
5.	Duplicate DVD.....per DVD	4	10.00	40.00	15.00	60.00	20.00	80.00	15.00	60.00
6.	Storing boxes of discovery									
(a)	Boxes containing documents that were NOT produced under the contract per box/per month	12	1.50	18.00	0.50	6.00	1.00	12.00	0.50	6.00
(b)	Boxes containing documents produced under the contract and stored for more than one calendar year per box/per month	24	1.50	36.00	0.50	12.00	1.00	24.00	0.50	12.00
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	TOTAL			47,131.83		17,798.08		16,740.32		19,790.91
	DISCOUNT		0.00%	0.00	0.00%	0.00	0.00%	0.00	0.000	0.00
	NET TOTAL			47,131.83		17,798.08		16,740.32		19,790.91

	Program 3455-S (Category 1)	March 1, 2012 through February 28, 2013 (plus four option years)								
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	Program 3455-S (Category 2)	March 1, 2012 through February 28, 2013 (plus four option years)								
			IKON Document Services Ft. Lauderdale, FL		IMAGING UNIVERSE Ft. Lauderdale, FL		XPEDIAIMAGING Weston, FL		GPO Estimate	
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST
I.	COMPLETE PRODUCT:									
1.	Black only									
(a)	Grade A.....per impression									
(1)	Format A	13,474	0.04	538.96	0.025	336.85	0.05	673.70	0.025	336.85
(2)	Format B	135	0.04	5.40	0.025	3.38	0.05	6.75	0.025	3.38
(b)	Grade B.....per impression									
(1)	Format A	26,680	0.045	1,200.60	0.025	667.00	0.05	1,334.00	0.030	800.40
(2)	Format B	267	0.045	12.02	0.025	6.68	0.05	13.35	0.030	8.01
(c)	Grade C.....per impression									
(1)	Format A	12,790	0.08	1,023.20	0.03	383.70	0.05	639.50	0.050	639.50
(2)	Format B	128	0.08	10.24	0.03	3.84	0.05	6.40	0.050	6.40
(d)	Grade D.....per impression									
(1)	Format A	24,732	0.115	2,844.18	0.04	989.28	0.07	1,731.24	0.070	1,731.24
(2)	Format B	247	0.115	28.41	0.04	9.88	0.07	17.29	0.070	17.29
(e)	Over sized docs... per sq. foot	10	0.50	5.00	0.20	2.00	0.49	4.90	0.08	0.75
2.	Color copying									
(a)	Grade A.....per impression									
(1)	Format A	32	0.50	16.00	0.15	2.40	0.15	0.36	0.20	0.07
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.20	0.20
(b)	Grade B.....per impression									
(1)	Format A	63	0.50	31.50	0.15	9.45	0.15	9.45	0.20	12.60
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.20	0.20
(c)	Grade C.....per impression									
(1)	Format A	125	0.50	62.50	0.15	18.75	0.15	18.75	0.20	25.00
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.20	0.20
(d)	Grade D.....per impression									
(1)	Format A	247	0.50	123.50	0.15	37.05	0.25	61.75	0.38	93.86
(2)	Format B	2	0.50	1.00	0.15	0.30	0.25	0.50	0.38	0.76
(e)	Over sized docs... per sq. foot	5	5.00	25.00	0.20	1.00	0.49	2.45	0.49	2.45
3.	Tab dividers									
(1)	Format A .....each	50	0.15	7.50	0.09	4.50	0.10	5.00	0.25	12.50
4.	Blowbacks from CD or DVD									
(a)	Black only...per impression									
(1)	Format A	25,000	0.06	1,500.00	0.04	1,000.00	0.05	1,250.00	0.06	1,500.00
(2)	Format B	250	0.06	15.00	0.04	10.00	0.05	12.50	0.06	15.00
(b)	Color....per impression									
(1)	Format A	50	0.50	25.00	0.15	7.50	0.15	7.50	0.30	15.00
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.30	0.30
(c)	Oversized docs... per sq. foot									
(1)	Black Only	15	0.50	7.50	0.20	3.00	0.49	7.35	0.55	8.25
(2)	Color Only	2	5.00	10.00	0.20	0.40	0.59	1.18	1.25	2.50
II.	SCANNING									
1.	Black only									
(a)	Grade A.....per image									
(1)	Format A	309	0.04	12.36	0.03	9.27	0.05	15.45	0.050	15.45
(2)	Format B	6	0.04	0.24	0.03	0.18	0.05	0.30	0.050	0.30
(b)	Grade B.....per image									
(1)	Format A	606	0.045	27.27	0.03	18.18	0.05	30.30	0.060	36.36
(2)	Format B	12	0.045	0.54	0.03	0.36	0.05	0.60	0.060	0.72
(c)	Grade C.....per image									

Program 3455-S (Category 2)		March 1, 2012 through February 28, 2013 (plus four option years)								
(1)	Format A	1,187	0.08	94.96	0.03	35.61	0.05	59.35	0.070	83.09
(2)	Format B	24	0.08	1.92	0.03	0.72	0.05	1.20	0.070	1.68
(d)	Grade D.....per image									
(1)	Format A	2,327	0.115	267.61	0.035	81.45	0.07	162.89	0.12	279.24
(2)	Format B	47	0.115	5.41	0.035	1.65	0.07	3.29	0.12	5.64
(e)	Oversized docs... per sq. foot	5	0.50	2.50	0.20	1.00	0.49	2.45	0.75	3.75
2.	Color copying									
(a)	Grade A.....per impression									
(1)	Format A	8	0.50	4.00	0.03	0.24	0.15	1.20	0.15	1.20
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.17	0.17
(b)	Grade B.....per impression									
(1)	Format A	14	0.50	7.00	0.03	0.42	0.15	2.10	0.18	2.52
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.20	0.20
(c)	Grade C.....per impression									
(1)	Format A	26	0.50	13.00	0.03	0.78	0.20	5.20	0.20	5.20
(2)	Format B	1	0.50	0.50	0.03	0.03	0.20	0.20	0.22	0.22
(d)	Grade D.....per impression									
(1)	Format A	50	0.50	25.00	0.035	1.75	0.25	12.50	0.25	12.50
(2)	Format B	1	0.50	0.50	0.035	0.04	0.25	0.25	0.30	0.30
(e)	Oversized docs... per sq. foot	5	5.00	25.00	0.20	1.00	0.59	2.95	1.25	6.25
3.	Optical Character Recognition									
(a)	OCR scanning...per scan									
(1)	Format A	2,310	0.01	23.10	0.025	57.75	0.03	69.30	0.050	115.50
(2)	Format B	462	0.01	4.62	0.025	11.55	0.03	13.86	0.050	23.10
III.	OBJECTIVE, SUBJECTIVE & IN-TEXT									
1.	Biblio. Objective coding									
(a)	1-30 key-strokes per field...per 100 field	139	4.50	625.50	0.00	0.00	0.15	20.85	0.30	41.70
(b)	ea. add'l 30 key strokes... per field	5	0.045	0.23	0.00	0.00	0.15	0.75	0.10	0.50
2.	Biblio. Subjective coding									
(a)	1-30 key-strokes per field...per 100 field	18	7.50	135.00	0.00	0.00	0.15	2.70	0.30	5.40
(b)	ea. add'l 30 key strokes... per field	5	0.075	0.38	0.00	0.00	0.15	0.75	0.10	0.50
3.	In -text coding									
(a)	1-30 key-strokes per field...per 100 field	5	12.00	60.00	0.00	0.00	0.15	0.75	0.40	2.00
(b)	ea. add'l 30 key strokes ... per feld	5	0.12	0.60	0.00	0.00	0.15	0.75	0.15	0.75
4.	Placement of staples/dividers/ect.									
(a)	Std. (physical) doc. Boundries	9	0.00	0.00	0.00	0.00	0.15	1.35	0.30	2.70
(b)	Logical (relationship) doc. Boundries	5	0.12	0.60	0.00	0.00	0.15	0.75	0.30	1.50
IV.	ADDITIONAL OPERATIONS:									
1.	Bates Identification ea. Original	4,459	0.05	222.95	0.03	133.77	0.03	133.77	0.05	222.95
2.	Bates Identification ea. Unique ID	223	0.03	6.69	0.03	6.69	0.02	4.46	0.05	11.15
3.	Up-charge for index stock..per leaf	50	0.05	2.50	0.05	2.50	0.04	2.00	0.07	3.50
4.	Duplicate CD.....per CD	1	5.00	5.00	15.00	15.00	15.00	15.00	20.000	20.00
5.	Duplicate DVD.....per DVD	1	10.00	10.00	15.00	15.00	20.00	20.00	20.000	20.00
6.	Storing boxes of discovery									
(a)	Boxes containing documents that were NOT produced under the contract per box/per month	12	1.50	18.00	0.50	6.00	1.00	12.00	1.00	12.00
(b)	Boxes containing documents produced under the contract and stored for more than one calendar year per box/per month	24	1.50	36.00	0.50	12.00	1.00	24.00	1.00	24.00
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	TOTAL			9,134.49		3,910.56		6,428.09		6,194.75
	DISCOUNT		0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
	NET TOTAL			9,134.49		3,910.56		6,428.09		6,194.75

	Program 3455-S (Category 2)	March 1, 2012 through February 28, 2013 (plus four option years)								
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							AWARDED			

	Program 3455-S (Category 3)	March 1, 2012 through February 28, 2013 (plus four option years)									
			IKON Document Services Ft. Lauderdale, FL		IMAGING UNIVERSE Ft. Lauderdale, FL		XPEDIAIMAGING Weston, FL		GPO Estimate		
ITEM NUMBER	ITEM DESCRIPTION	BASIS OF AWARD	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	UNIT RATE	COST	
I.	COMPLETE PRODUCT:										
1.	Black only										
(a)	Grade A.....per impression										
(1)	Format A	13,474	0.04	538.96	0.025	336.85	0.05	673.70	0.025	336.85	
(2)	Format B	135	0.04	5.40	0.025	3.38	0.05	6.75	0.025	3.38	
(b)	Grade B.....per impression										
(1)	Format A	26,680	0.045	1,200.60	0.025	667.00	0.05	1,334.00	0.030	800.40	
(2)	Format B	267	0.045	12.02	0.025	6.68	0.05	13.35	0.030	8.01	
(c)	Grade C.....per impression										
(1)	Format A	12,790	0.08	1,023.20	0.03	383.70	0.05	639.50	0.050	639.50	
(2)	Format B	128	0.08	10.24	0.03	3.84	0.05	6.40	0.050	6.40	
(d)	Grade D.....per impression										
(1)	Format A	24,732	0.115	2,844.18	0.04	989.28	0.07	1,731.24	0.070	1,731.24	
(2)	Format B	247	0.115	28.41	0.04	9.88	0.07	17.29	0.070	17.29	
(e)	Oversized docs.... per sq. foot	10	0.50	5.00	0.20	1.00	0.49	0.49	0.08	0.04	
2.	Color copying										
(a)	Grade A.....per impression										
(1)	Format A	32	0.50	16.00	0.15	2.40	0.15	0.36	0.20	0.07	
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.20	0.20	
(b)	Grade B.....per impression										
(1)	Format A	63	0.50	31.50	0.15	9.45	0.15	9.45	0.20	12.60	
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.20	0.20	
(c)	Grade C.....per impression										
(1)	Format A	125	0.50	62.50	0.15	18.75	0.20	25.00	0.20	25.00	
(2)	Format B	1	0.50	0.50	0.15	0.15	0.20	0.20	0.20	0.20	
(d)	Grade D.....per impression										
(1)	Format A	247	0.50	123.50	0.15	37.05	0.25	61.75	0.38	93.86	
(2)	Format B	2	0.50	1.00	0.15	0.30	0.25	0.50	0.38	0.76	
(e)	Oversized docs.... per sq. foot	5	5.00	25.00	0.20	1.00	0.59	2.95	0.49	2.45	
3.	Tab dividers										
(1)	Format A .....each	50	0.15	7.50	0.09	4.50	0.10	5.00	0.25	12.50	
4.	Blowbacks from CD or DVD										
(a)	Black only...per impression										
(1)	Format A	25,000	0.06	1,500.00	0.04	1,000.00	0.05	1,250.00	0.06	1,500.00	
(2)	Format B	250	0.06	15.00	0.04	10.00	0.05	12.50	0.06	15.00	
(b)	Color....per impression										
(1)	Format A	50	0.50	25.00	0.15	7.50	0.15	7.50	0.30	15.00	
(2)	Format B	1	0.50	0.50	0.15	0.15	0.15	0.15	0.30	0.30	
(c)	Oversized docs.... per sq. foot										
(1)	Black Only	15	0.50	7.50	0.20	3.00	0.49	7.35	0.55	8.25	
(2)	Color Only	2	5.00	10.00	0.20	0.40	0.59	1.18	1.25	2.50	
II.	SCANNING										
1.	Black only										
(a)	Grade A.....per image										
(1)	Format A	309	0.04	12.36	0.03	9.27	0.05	15.45	0.050	15.45	
(2)	Format B	6	0.04	0.24	0.03	0.18	0.05	0.30	0.050	0.30	
(b)	Grade B.....per image										
(1)	Format A	606	0.045	27.27	0.03	18.18	0.05	30.30	0.060	36.36	
(2)	Format B	12	0.045	0.54	0.03	0.36	0.05	0.60	0.060	0.72	
(c)	Grade C.....per image										

Program 3455-S (Category 3)		March 1, 2012 through February 28, 2013 (plus four option years)								
(1)	Format A	1,187	0.08	94.96	0.03	35.61	0.05	59.35	0.070	83.09
(2)	Format B	24	0.08	1.92	0.03	0.72	0.05	1.20	0.070	1.68
(d)	Grade D.....per image									
(1)	Format A	2,327	0.115	267.61	0.035	81.45	0.07	162.89	0.12	279.24
(2)	Format B	47	0.115	5.41	0.035	1.65	0.07	3.29	0.12	5.64
(e)	Oversized docs.... per sq. foot	5	0.50	2.50	0.20	1.00	0.49	2.45	0.75	3.75
2.	Color copying									
(a)	Grade A.....per impression									
(1)	Format A	8	0.50	4.00	0.03	0.24	0.15	1.20	0.15	1.20
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.17	0.17
(b)	Grade B.....per impression									
(1)	Format A	14	0.50	7.00	0.03	0.42	0.15	2.10	0.18	2.52
(2)	Format B	1	0.50	0.50	0.03	0.03	0.15	0.15	0.20	0.20
(c)	Grade C.....per impression									
(1)	Format A	26	0.50	13.00	0.03	0.78	0.20	5.20	0.20	5.20
(2)	Format B	1	0.50	0.50	0.03	0.03	0.20	0.20	0.22	0.22
(d)	Grade D.....per impression									
(1)	Format A	50	0.50	25.00	0.035	1.75	0.25	12.50	0.25	12.50
(2)	Format B	1	0.50	0.50	0.035	0.04	0.25	0.25	0.30	0.30
(e)	Oversized docs.... per sq. foot	5	5.00	25.00	0.20	1.00	0.59	2.95	1.25	6.25
3.	Optical Character Recognition									
(a)	OCR scanning...per scan									
(1)	Format A	2,310	0.01	23.10	0.025	57.75	0.03	69.30	0.050	115.50
(2)	Format B	462	0.01	4.62	0.025	11.55	0.03	13.86	0.050	23.10
III.	OBJECTIVE, SUBJECTIVE & IN-TEXT									
1.	Biblio. Objective coding									
(a)	1-30 key-strokes per field...per 100 field	139	4.50	625.50	0.00	0.00	0.15	20.85	0.30	41.70
(b)	ea. add'l 30 key strokes... per field	5	0.045	0.23	0.00	0.00	0.15	0.75	0.10	0.50
2.	Biblio. Subjective coding									
(a)	1-30 key-strokes per field...per 100 field	18	7.50	135.00	0.00	0.00	0.15	2.70	0.30	5.40
(b)	ea. add'l 30 key strokes... per field	5	0.075	0.38	0.00	0.00	0.15	0.75	0.10	0.50
3.	In -text coding									
(a)	1-30 key-strokes per field...per 100 field	5	12.00	60.00	0.00	0.00	0.15	0.75	0.40	2.00
(b)	ea. add'l 30 key strokes ... per feld	5	0.12	0.60	0.00	0.00	0.15	0.75	0.15	0.75
4.	Placement of staples/dividers/ect.									
(a)	Std. (physical) doc. Boundries	9	0.00	0.00	0.00	0.00	0.15	1.35	0.30	2.70
(b)	Logical (relationship) doc. Boundries	5	0.12	0.60	0.00	0.00	0.15	0.75	0.30	1.50
IV.	ADDITIONAL OPERATIONS:									
1.	Bates Identification ea. Original	4,459	0.05	222.95	0.03	133.77	0.03	133.77	0.05	222.95
2.	Bates Identification ea. Unique ID	223	0.03	6.69	0.03	6.69	0.02	4.46	0.05	11.15
3.	Up-charge for index stock..per leaf	50	0.05	2.50	0.05	2.50	0.04	2.00	0.07	3.50
4.	Duplicate CD.....per CD	1	5.00	5.00	15.00	15.00	15.00	15.00	20.00	20.00
5.	Duplicate DVD.....per DVD	1	10.00	10.00	15.00	15.00	20.00	20.00	20.00	20.00
6.	Storing boxes of discovery									
(a)	Boxes containing documents that were NOT produced under the contract per box/per month	12	1.50	18.00	0.50	6.00	1.00	12.00	1.00	12.00
(b)	Boxes containing documents produced under the contract and stored for more than one calendar year per box/per month	24	1.50	36.00	0.50	12.00	1.00	24.00	1.00	24.00
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	TOTAL			9,134.49		3,909.56		6,430.48		6,194.04
	DISCOUNT		0.00%	0.00	0.00%	0.00	0.00%	0.00	0.00%	0.00
	NET TOTAL			9,134.49		3,909.56		6,430.48		6,194.04



	Program 3455-S (Category 3)	March 1, 2012 through February 28, 2013 (plus four option years)								
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## QUOTATION REQUEST

U.S. GOVERNMENT PRINTING OFFICE  
Atlanta, GA

### GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Litigation Copying (with occasional Routine Copying) and Scanning  
as requisitioned from the U.S. Government Printing Office (GPO) by the  
Departments of Justice and US District Courts (Southern Florida)

Single Award in each of Three Categories

**CONTRACT TERM:** The term of this contract is for the period beginning March 1, 2012 and ending February 28, 2013, plus up to four optional 12-month extension periods that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

### RESTRICTIONS ON LOCATION OF PRODUCTION FACILITIES AND/OR PRODUCTION AREA\* FOR EACH CATEGORY:

- **Category 1 (Production Facility Restriction):** All production facilities used in the manufacture of the product(s) ordered under the contract must be located within a 40-mile radius of 500 East Broward Blvd., Seventh Floor, Ft. Lauderdale, FL 33394.

- **Category 2 (Production Facility Restriction):** All production facilities used in the manufacture of the product(s) ordered under the contract and must be located within a 50-mile radius of 500 S. Australian Avenue, Suite 400, West Palm Beach, FL 33401

- **Category 3 (Production Area Restriction\*):** It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of 505 S. Second Street, Suite 200, Ft. Pierce, FL 34950. (\*Any bidder intending to use production facilities outside this area should furnish information, with the quote, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.)

**BIDDERS PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before quoting.

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO RENEE SESSUM (404) 605-9160 Ext. 109 OR E-MAIL [rsessum@gpo.gov](mailto:rsessum@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – JOY GOODEN (404) 605-9160 Ext. 117 OR E-MAIL [jgooden@gpo.gov](mailto:jgooden@gpo.gov). NO COLLECT CALLS.

ABSTRACT OF PREVIOUS PRICES IS AVAILABLE  
on the internet (<http://winapps.access.gpo.gov/ppd/abstracts/atlanta/default.asp>)  
or you may **FAX request** to (404) 605-9185/9186.

PLEASE NOTE THAT THE SCHEDULE OF PRICES HAS BEEN **EXTENSIVELY REVISED**.

**QUOTE OPENING:** Quotes due by 11 a.m., prevailing Atlanta, GA time on February 9, 2012.

**QUOTE SUBMISSION:** This is a Small Purchase Term Contract (GPO 910 Form is NOT required). Telephone quotes are NOT acceptable. Facsimile quotes are acceptable (see GPO Contract Terms, Pub. 310.2, Rev. June 2001). To submit a quote, the contractor must execute and submit the "Schedule of Prices", which are included at the end of this specification.

Send quotes to U.S. Government Printing Office, 1888 Emery Street NW, Suite 110, Atlanta, GA 30318 or fax quotes to **404-605-9185 or 404-605-9186**.

All GPO publications referenced in these specifications are available on the GPO website (<http://www.contractorconnect.gpo.gov>).

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Quote will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised August 2002)).

**SUBCONTRACTING:** Subcontracting is not allowed (with the exception of a bonded messenger service approved by the Department of Justice).

**DISPUTES CLAUSE:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf). This clause cancels and supersedes any other disputes language currently included in existing contractual actions.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Copies will not be acceptable if they contain background tone, strip-lines, or printed products which are not equal to the furnished copy.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera Copy/File Setup
P-10. Process Color Match	Camera Copy/File Setup

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from the beginning of the contract to January 31, 2013, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted index "Commodities Less Food" under the Special Indexes category on "Table 2 –Consumer Price Index For All Urban Consumers (CPI-U): U.S. City Average, by expenditure category and commodity and service group" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three (3) months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending 3 months prior to the beginning of the contract, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A Government jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

### **SECURITY**

**Contractor's Authorized Personnel:** Prior to being allowed to copy certain documents, all contractor employees having access to these U.S. Attorney documents may be required to have a name and fingerprint check clearance prior to any of this type of work being performed. U.S. Attorney's office will conduct fingerprint check and other security before this type of work is placed. At the Government's option, some or all of these checks may be performed prior to award. Clearance must be granted to the applicable employees before such work is placed (or award is made if applicable).

In addition, the U.S. Attorney's office may require additional background checks including but not limited to:  
1--Full disclosure on Standard Form 86 "Questionnaire for National Security Positions"; 2--Credit check; and  
3--Inquiries from personal references.

**Secured Area:** All copying, reproduces, numbering, binding, and packing must be done in a secured area to the effect that no unauthorized person has access, or is able to handle, or view documents at any time. Site visits to be done on a periodic basis without warning by the agency. When the documents and copies thereof are left unattended they must be locked in a fire proof safe or vault.

**Safe Custody:** The contractor has the responsibility to ensure that all copy materials remain constantly in safe custody from the time they are picked-up at the U.S. Attorney's Office until the time they are returned.

Safe custody ensures that the legal documents remain in the sealed cartons until they arrive at the contractor's secure area within plant. The legal document cartons and litigation copy cartons must always remain in view of authorized personnel. No non-authorized personnel are to handle the cartons. Sealed cartons may be opened at time of pickup with consent of and in the presence of authorized DOJ personnel for the purpose of contractor's verification of contents, and then resealed for transport.

The vehicle that the contractor uses to transport cartons must be locked at all times unless loading and unloading cartons. If authorized personnel must make more than one trip to load or unload cartons, the contractor must have another authorized person guarding the cartons in the vehicle. Cartons in a locked vehicle left unattended by an authorized person is in direct violation of the contract. The only time the cartons may be left unattended is in the secure area of the plant.

The contractor must provide a procedure for safeguarding documents and chain of custody. The procedure should set forth all precautions that will be taken to ensure integrity of documents. Chain of custody form is required to be signed by contractor upon receipt of materials to be copied. The contractor shall take all necessary precautions to insure against loss of originals or copies at any time from pickup to delivery to destination. Contractor will be required to obtain authorized signatures at each end.

**The Government retains the right to conduct on-site security reviews at any time during the term of the contract.**

**WARNING:** Proper control and handling must be maintained at all times to prevent any information or materials required to produce the product ordered under these specifications from falling into unauthorized hands. Unless otherwise indicated herein, all extra copies, materials, waste, etc., must be destroyed **beyond recognition or reconstruction.**

**PRIVACY ACT NOTIFICATION:** This procurement action requires the contractor to do one or more of the following: design, develop, or operate a system of records on individuals to accomplish an agency function in accordance with the Privacy Act of 1974, Public Law 93-579, December 31, 1974 (5 U.S.C. 552a) and applicable agency regulations. Violation of the Act may involve the imposition of criminal penalties.

#### PRIVACY ACT

(a) The contractor agrees:

(1) to comply with the Privacy Act of 1974 and the rules and regulations issued pursuant to the Act in the design, development, or operation of any system of records on individuals in order to accomplish an agency function when the contract specifically identifies (i) the system or systems of records and (ii) the work to be performed by the contractor in terms of any one or combination of the following: (A) design, (B) development, or (C) operation;

(2) to include the solicitation notification contained in this contract in every solicitation and resulting subcontract and in every subcontract awarded without a solicitation when the statement of work in the proposed subcontract requires the design, development, or operation of a system of records on individuals to accomplish an agency function; and

(3) to include this clause, including this paragraph (3), in all subcontracts awarded pursuant to this contract which require the design, development, or operation of such a system of records.

(b) In the event of violations of the Act, a civil action may be brought against the agency involved where the violation concerns the design, development, or operation of a system of records on individuals to accomplish an agency function, and criminal penalties may be imposed upon the officers or employees of the agency where the violation concerns the operation of a system of records on individuals to accomplish an agency function. For purposes of the Act when the contract is for the operation of a system of records

on individuals to accomplish an agency function, the contractor and any employee of the contractor is considered to be an employee of the agency.

(c) The terms used in this clause have the following meanings:

- (1) "Operation of a system of records" means performance of any of the activities associated with maintaining the system of records including the collection, use, and dissemination of records.
- (2) "Record" means any item, collection or grouping of information about an individual that is maintained by an agency, including, but not limited to, his education, financial transactions, medical history, and criminal or employment history and that contains his name, or the identifying number, symbol, or other identifying particular assigned to the individual, such as a finger or voice print or a photograph.
- (3) "System of records" on individuals means a group of any records under the control of any agency from which information is retrieved by the name of the individual or by some identifying number, symbol, or other identifying particular assigned to the individual.

**Personal Identifiable Information (PII) Security Control Plan:** In addition to all "SECURITY" requirements listed above, the contractor is required to submit a written security control plan prior to the award of this contract that must contain at the minimum:

- (1) How Government files/data will be secured to prevent disclosure to a third party;
- (2) Explain how all accountable materials will be handled throughout all phases of production;
- (3) How the disposal of waste material will be handled;
- (4) How all applicable Government mandated security/privacy rules and regulations cited in this contract shall be adhered to by the contractor.

**PAYMENT: NOTE: CONTRACTOR BILLING MUST BE ITEMIZED PER THE SCHEDULE OF PRICES – SEE PAGES 23 THROUGH 32.** Occasionally, due to the time involved in some trials, the Contractor may submit partial billing to cover the production of work requested as partial deliveries.

The contractor will be required to submit a copy of his/her billing, with a TOTAL count of items copied, for verification and signature\* prior to submission for payment to: U.S. Department of Justice, U.S. Attorney Office, Southern District of Florida, 99 NE 4th Street, Fiscal - 2nd Floor, Miami, FL 33132.

The DOJ representative will within one week certify the quantity and work performed as indicated on the voucher for the specified print order as being correct or incorrect. At contractor's option, the DOJ representative will mail the voucher to the contractor or contractor may pick up. (No additional charges will be allowed if contractor chooses to pick up.) In addition to the information normally required on the voucher (including the program and print order numbers), each voucher must also include the DOJ document control number. **\*NOTE: This does NOT authorize payment for items procured OUTSIDE the scope of the contract, without a contract modification issued and signed by the Contracting Officer, U.S. Government Printing Office.**

**Further, partial billings will be so indicated and MUST be approved by the U.S. Attorney's Office.**

**Once verification has been received from the U.S. Attorney's Office,** submit the signed copy to: Comptroller FMCE, Office of Financial Management Services, U.S. Government Printing Office, Washington, DC 20401. Using the GPO barcode cover sheet and faxing your invoice to GPO is the fastest and safest method of getting paid. Visit the following website for complete instructions on preparing your voucher and barcode cover page: <http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

In addition, the contractor is required to fax a copy of the voucher/invoice to GPO Atlanta (404) 605-9185/9186, or email to [infoatlanta@gpo.gov](mailto:infoatlanta@gpo.gov); Attn: Program 3455-S

**Failure to comply with the above may result in a delay of payment**

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from March 1, 2012 through February 28, 2013, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

**REGULATIONS GOVERNING PROCUREMENT:** The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

**POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION**

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA,



the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

**LITIGATION COPYING DEFINITION:** Litigation copying consists of the copying (including color) of printed materials related to on-going legal proceedings and processes. In addition to the handling of the furnished and replicated material, including its disassembly, binding (rebinding), and Bates identification as ordered, there is the requirement for the absolute protection of, and accounting for, the materials against damage, loss, and/or dissemination to unauthorized personnel.

## SECTION 2.- SPECIFICATIONS

**SCOPE:** These specifications cover litigation copying (see definition on page 8) and/or scanning to CD/DVD of numerous legal documents (such as, court transcripts, trial exhibits, checks, photos, and various forms of discovery), requiring such operations as copy pickups, copy preparation, Bates Identification of furnished originals and occasionally copies (includes stamping ID number directly onto document or affixing labels with the ID number to the document, as indicated), disassembly of original documents, hand and machine feeding of original documents, black only and/or full color copying, indexing, load file creation, OCR scanning, duplicating CDs/DVDs, and blowbacks from CDs/DVDs, drilling, providing legal index exhibit dividers, re-assembly of original documents, assembly and binding of copies, storage of discovery documents during ongoing trials, and delivery.

The documents will be of a sensitive nature and will require special safeguards. Release of the material to anyone not authorized by the U.S. Attorney's Office, Miami, FL, is prohibited. All copies must be accounted for and waste sheets destroyed beyond recognition or reconstruction. If the contractor is keeping a copy so that authorized parties (see below) can obtain copies, they must ensure that these copies are safeguarded.

On some print orders, the Department of Justice, U.S. Attorney's Office, will indicate that copies are authorized for release to certain specified parties. This would be in addition to copies ordered by the Government for delivery to their or other Miami, FL locations. The contractor will be required to charge these other parties the rates indicated in this contract for these additional copies. However, the contractor must collect the fees for these those specifically ordered on the print order.

**TITLE:** Litigation Copying (with occasional Routine Copying) and Scanning.

Although this is an option year contract, all the estimates, averages, etc. are based upon one year's production.

**FREQUENCY OF ORDERS/QUANTITY:** The contract will consist of three categories for various cities in Florida as follows:

**Category 1** – US Attorney's Office, Ft. Lauderdale – approximately 25 orders per year

**Category 2** – US Attorney's Office, West Palm Beach – approximately 5 orders per year

**Category 3** – US Attorney's Office, Ft. Pierce – approximately 5 orders per year

It is impossible to determine the precise requirements, so all figures listed are approximate. Orders may consist of more than one grade as defined below.

**Grade A (Auto-feed - Routine)** – Simplified definition: 50 or more pages between roadblocks, single sided.

Documents that are in excellent condition, usually copies organized in large rubber-banded or clipped sections. Large sections of loose documents that are separated into sections of 50 or more pages by slipsheets. All 8-1/2 x 11" single sided, with no clips or staples.

**Grade B (Light Glasswork)** - Easy definition: 25 – 49 pages between roadblocks, one or two sides.

Documents that are in excellent condition, usually copies that are organized in large rubber-banded, clipped or stapled sections. Very similar to Autofeed, with slightly more frequent roadblocks. Autofed documents that are all the same size, one or two sides as furnished. Low staple frequency, no hand place pieces, no stream feeding, no special handling.

**Grade C (Medium Glasswork)** – Easy definition: 6 – 24 pages between roadblocks.

Documents that primarily consist of clipped and stapled sections of letter and legal sized paper. Copying of file folder labels and/or index tabs. This type of work tends to entail more handling and organization, and may entail a small amount of tags or Post-It notes that may need to be removed and replaced while copying. Medium-low staple frequency, no hand placing, no stream feeding, no special handling, primarily auto-feed.

**Grade D (Heavy Glasswork)** – Easy definition: 1–5 pages between roadblocks.

Documents that consist of heavily stapled and clipped sections. Documents may consist of a mix of original documents and copies, odd size pages and a minimal amount of pages that require hand placement. Files that contain a mix of legal and letter sized paper, as well as a moderate amount of tags and Post-It notes that need to be removed and replaced during copying. Perhaps pre-punched originals that need to be stream fed or specially handled including un-burst computer forms. This type of copying requires a high level of handling and organization. Orders that include “copy tagged documents only”, commonly referred to as “pick and choose” will often fall into this category.

It is anticipated that the majority of the 1<sup>st</sup> copy required will be Grades B, C, or D. It is anticipated that approximately 20 to 75,000 sheets will be furnished. Once the initial copy is made, the contractor is to use that copy to produce 2 to approximately 30 additional copies, as indicated on the print order.

Occasional orders will require Grade A (routine copying) only – no glasswork. It is anticipated that 1 to approximately 100 copies will be required of approximately 10 to 6,300 sheets of furnished copy.

Occasionally tab dividers (usually 1/3, 1/5 or 1/25 cut, 1/2" tabs) and/or separate covers will be required.

**TRIM SIZE:** Various trim sizes will be ordered and paid for in their respective "Format" classification as follows:

Text:

Format "A": 8-1/2 x 11"

Format "B": 8-1/2 x 14"

It is anticipated that most of the copies will be Format A.

Tabs - 9 x 11" for Format "A" only.

**GOVERNMENT TO FURNISH:** Copy consisting of line copy, line art, handwritten copy, post-it notes, receipts, time cards, checks, photos, computer printouts, European size paper, etc. (all forms of discovery) of various sizes (maximum 14-7/8 x 11") to be reproduced at various focuses and/or scanned to CD/DVD at 100%. (It is anticipated that the majority of the copy furnished will be 8-1/2 x 11").

Copy will be furnished in boxes\*, 3-ring binders, and/or file cabinet drawers, which will be marked by the Government to indicate order in which they should be copied (i.e., 1 of 3, 2 of 3, etc.). *(\*Note: Based upon past performance the number of boxes furnished per order will range from 1 to approximately 50.)*

Litigation copying documents will consist of a variety of binding styles including stapled sets, paper clipped sets, banded sets, sets separated by colored stock, in file folders, etc. NOTE: Occasionally video tapes, audio tapes, CD's, exhibit posters, etc., may also be furnished in the boxes containing the discovery documents. The contractor does NOT have to reproduce copies of the items, but the items do have to be stored and maintained with the applicable documents for the duration of the trial or as otherwise indicated on the print order.

Routine copying documents that require **no glass work or staple removal, etc.**

Electronic files, saved as .TIFF, .JPEG, or .PDF, provided on CD/DVD for blowbacks, gray-scale and color.  
CDs/DVDs to be duplicated.

3-ring binders will occasionally be furnished.

Occasionally tab dividers will be furnished for insertion as indicated.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Performance Records: A *Facsimile Transmission Sheet* will be furnished to the contractor. Information such as the GPO program, jacket, and print-order numbers, quantity, and date of shipment must be filled in by the contractor and faxed/mailed to the GPO on the day shipment is due.

Print orders.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The GPO imprint requirement is waived.

Contractor must produce exact duplicate(s) of the copy furnished, binding and separating exactly the way it was furnished to them, unless otherwise indicated on the print order.

**Contractor's plant must be available to pickup, produce, and deliver work 24 hours a day, 7 days a week.**

**DISK MANUFACTURING:** CD-ROM and DVD-ROM disks produced under this contract shall be in compliance with standards set by the International Standards Origination (ISO). Disks are 120 mm (4.72") in diameter, single sided, with a highly reflective metal layer sealed with a protective lacquer. The reflective layer shall be completely sealed with lacquer on both the inner and outer edges of the disk.

**PROOFS:** In lieu of proofs the following will be required on all orders. Copying and scanning will require second-pass verification, and is defined as a visual comparison to verify that 100% of the pages/documents were captured in copying/scanning. CD/DVD disk production will require that the contractor check each disk to insure proper file naming, file structure and placement.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards" in effect at the time of award.

The paper to be used will be indicated on each print order. All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

Text: White Offset Book, grammage 75 g/m<sup>2</sup> (basis weight: 50 lbs per 500 sheets, 25 x 38"), equal to JCP Code A60, or at contractor's option, White Writing, grammage 75 g/m<sup>2</sup> (basis weight: 20 lbs per 500 sheets, 17 x 22"), equal to JCP Code D10.

Tab dividers\*/Covers: White and Colored Index, grammage 200 g/m<sup>2</sup> (basis weight: 110 lbs per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10. (\*At contractor's option, preprinted stock tab dividers may be used for the following: alphabetical A through Z (1/26 cut), numerical 1-25 (1/25 cut), and numerical 26-50 (1/25 cut). Contractor to provide a list of additional preprinted stock tab dividers available to the Agency after award. Dividers must be equal to Avery's legal index exhibit divider, UPC #11370.)

**COPYING/BATES NUMBERING:** Documents reproduce face only or face and back (as indicated on the print order). (NOTE: It is anticipated that most of the documents are face only.)

Most of the documents reproduce in black only; however, occasionally, color copying may be required.

Tabbed Index Dividers: When ordered, copy tab portion of dividers (single color, usually black), face only, 1/3<sup>rd</sup>, 1/5<sup>th</sup>, or 1/25<sup>th</sup> cut. Exhibit number or letter must print on both sides in black ink. Exhibit numbers may range from 1 to approximately 400. At the contractor's option, image may be printed directly onto the tab itself, or may be printed onto labels that will then be affixed to the tab. Reinforce tabs on both sides and along one side of the bind edge with clear mylar film laminate. Collate and insert into the copies.

Full reverse, bleed pages and a solid area over four square inches per page shall not be required.

Government furnished material should be copied as is. Staples, paper clips, comb binding, etc. may be removed to duplicate, but should be replaced after completion. Government furnished material must be recompiled and refiled in their original state. (NOTE: Post-it notes should be removed, copied, Bates identified (if applicable), and put back on the original just as it was furnished.)

Most of the furnished materials will not have BATES Identification and will require the contractor to label/letter/number the originals or the copy(s) made, as indicated on the print order (for ease in identification during the trial process – see Exhibit A).

*While no guarantee can be made of future requirements, based upon past performance, an occasional order under Category 1 or Category 2 and the majority of the orders under Category 3 may require BATES Identification of originals only – with no requirement for copying.*

Identification of copies should be made utilizing one or all of the following: labeling, letters, and/or numbers (i.e. DJ 46-41-737) which will be indicated by the Government, by box number, and by folder identification means as follows:

For items within a file folder, copy identification area on folder (folder face or tab), attach to the top of the folder's copies and securely attach in a non-damaging means. NO RUBBER BANDS.

For loose items within a box, assemble in sequential order (as received) and attach copy of box number on top of copies in a secure and non-damaging means. NO RUBBER BANDS.

When all items within a box are loose, group together all copies for that box in sequential order (as received) by suitable, non-damaging means. Copy box number and attach to the top of those. NO RUBBER BANDS.

**EXHIBIT:** Exhibit A (pages 33 and 34) is representative of the BATES identification requirements which will be ordered under the contract (as indicated above). However, it cannot be guaranteed that future orders will correspond exactly to this exhibit.

**MARGINS:** Margins will be specified on the print order or furnished copy.

**SCANNING:** All scanned images must have a minimum of 300-dpi resolution. Scanned images will be produced as single-page TIFFs, JPEGs or multi-page PDF files. All blank scanned pages will be indicated but removed prior to burning CD/DVD. When required, images burned to disk(s) must be indexed with a computer-generated non-repeating sequential number, or non-repeating sequential alpha-numeric, or by the physical Bates numbering, as applicable. An image management system will be required on all disks produced.

**IMAGE MANAGEMENT SYSTEM:** A load-file created with data-normalization using the agency's parameters of tables, keys, relationships; and an image viewing system (the viewer) that is able to retrieve images for viewing and allow for word searches must be installed on each disk. The viewer must be compatible with standard litigation support software, similar to but not limited to Summation, Concordance or Litigator's Notebook. The viewer must indicate document boundaries and be compatible with PC or Macintosh platforms. The naming of the files and the viewer image retrieval indexing will be indicated by the agency.

**OBJECTIVE, SUBJECTIVE, AND IN-TEXT CODING:**

**Objective Coding:** Bibliographic objective coding for the purpose of this contract will be defined as coding that does not require the contractor to read or understand the body of the text, but can be copied verbatim from the document into the appropriate database field. This will include, but is not limited to: headers, footers, fax channel date lines, date stamping, marginalia, signature lines, to/from and cc lines, subject lines, titles, authors, pre-existing Bates stamps, dates, and purchase order numbers.

**Subjective Coding:** Bibliographic subjective coding will include but not be limited to a summary of the documents content or analysis of issues.

**In-text Coding:** In-text coding is the capture of information referenced within the body of the document. In-text coding will include but not be limited to names, locations, dates, and important numbers.

Standards for document boundaries will be either "Standard Document Determination" (Physical) or "Logical Document Determination" (relational-ship boundaries) and will be indicated in the print order.

**OPTICAL CHARACTER RECOGNITION (OCR) SCANNING:** The contractor will be required to produce an uncorrected searchable raster file. Scan resolution for all files intended for OCR recognition will be bi-level, normally 300 dpi. Drawings to be scanned at a suitable dpi. Some orders may require zoning and post OCR processing.

**ZONING:** Complex formatting such as cross column headings, tables, footnotes, mathematical symbols, text wrapped around images, etc. may require text blocks to be delineated so that OCR can interpret the arrangement properly.

**POST OCR PROCESSING:** The contractor will be required to use a software application that identifies unrecognized characters or character strings; and/or a standard spelling checker; and/or visual comparison against the original.

The resulting optical character recognition output must have an accuracy rate of 96% and will be burned to CD read-only or DVD read-only with a variety of extensions, including but not limited to JPEG, PDF, or TIFF.

**BINDING:** Trim four sides and bind the same way as the copy was received. No guarantees can be made; however, various binding styles will be required as follows:

It is anticipated that most of the documents will require one wire-stitch in the upper left corner. (NOTE: Contractor must be able to stitch books up to 3/4" thick.)

Occasionally documents will be loose. The material will be furnished in file folders, paper clipped, etc. The contractor must return the material suitably separated in the order received.

Occasionally the contractor will be required to insert blank colored stock in the location of tabs in the original documents.

Documents may require drilling. When specified, drill three holes 1/4", 5/16", or 3/8" diameter as specified, centered on the left 11" side, 4-1/4" center to center. Center of holes to be 3/8" from left edge of product. These documents will then require insertion into furnished 3-ring binders (1", 2", or 3" capacity).

Regardless of the binding style ordered, **ALL documents MUST BE PROPERLY PREPARED** as directed by the Government for use during trials.

**NOTE: NO ADDITIONAL CHARGES WILL BE ALLOWED FOR BINDING.**

**PACKING:** Band in suitable units and pack in shipping bundles or pack in containers as appropriate. Shipping bundles shall not exceed 15 pounds gross weight. Shipping containers shall not exceed 45 pounds gross weight.

Requirements for containers having a bursting strength of 275 pounds p.s.i. as described in GPO, Pub. 310.2 is waived. Containers must however, have adequate strength to insure safe delivery and storage.

**LABELING AND MARKING:** Reproduce shipping container labels from furnished copy, fill in appropriate blanks (including case name and number) and attach to shipping containers. Label **MUST** include BATES Identification, as applicable.

**STORAGE OF DISCOVERY MATERIAL:** Contractor will be **required to store** discovery material as directed by the Government during the course of the contract for ongoing trials, as well as trials that have been completed.

Storage environment: The contractor must provide a secure area(s) dedicated to the manufacture and storage of U.S. Attorney's Office discovery (either a separate facility dedicated to this, or a walled-in limited access area within the contractor's existing facility). Access to the area(s) shall be limited to security-trained employees involved in production under the contract. All security requirements **MUST** be maintained, and the storage area **MUST** be properly organized.

All retained copies shall be processed and stored in satisfaction of the Privacy Act, requiring the contractor to "establish appropriate administrative, technical and physical safeguards to insure the security and confidentiality of records and to protect against any anticipated threats or hazards to their security or integrity which could result in substantial harm, embarrassment, inconvenience or unfairness to any individual on whom information is maintained."

Pursuant to the Privacy Act, any contractor employee who willfully discloses the content of the retained Government material to any person or agency not entitled to receive it shall be subject to criminal penalty and a fine.

Upon award of the contract, the contractor will be directed to pickup boxes for trials that are currently in progress (36 boxes Category 1, 0 boxes Category 2, and 0 boxes Category 3). Contractor is to store these boxes during the duration of the applicable trial or as otherwise directed by the Government. The contractor is to furnish the US Attorney's Office, Miami, FL, with a complete inventory of the boxes received, indicating date received, number of boxes per trial (including Bates Identification numbers), etc. The contractor will be allowed a charge for storing boxes of material NOT produced under the contract (see Item II (c) in the Schedule of Prices).

In addition to the boxes picked up at the onset of the contract, new boxes will be furnished with each order. Several trials will run concurrently, and as a result, the contractor will be required to store **several boxes\*** at no additional charge to the Government (see exception below). The contractor **MUST** insure that they are identified in such a way that they do not get inter-mixed. The retained copy shall be stored in each carton so as to provide for quick document identification and easy retrieval. Based upon past performance, various size cartons will be utilized, including but not limited to: 14-1/4 x 9 x 4", 15 x 12 x 10", 17-1/4 x 11-1/4 x 10", and 24 x 12 x 10-1/4".

**\*Based upon past performance it is anticipated that the following numbers are the maximum for each category:**

**Category 1 – 40 boxes;**  
**Category 2 – 25 boxes; and**  
**Category 3 – 15 boxes.**

The contractor will be responsible for updating the Bates Identification Coding system as new documents are received, and furnishing the Government with updated lists as applicable in order to be in compliance with the Federal regulations of Criminal Procedures.

Upon request, the contractor shall furnish the U.S. Attorney's Office with a listing of all documents in storage. The list shall include the attorney's name, the case name, and the case number. The U.S. Attorney's Office will determine the disposition of the documents, and direct the contractor to deliver the stored material to the Government, or to dispose of it (see SECURITY on pages 3 through 5).

Work space for legal parties: Most of the orders will require the contractor to produce and retain a photocopy of all of the discovery material in order for other legal parties to make a second generation copy at their own expense. In addition to storing the discovery, the contractor must provide adequate space (a minimum of 100 square feet is required) for authorized individuals to read and review, as well as obtain copies of the documents (including those documents picked up at the onset of the contract). Only those parties expressly authorized by the U.S. Attorney's Office or the U.S. District Court may purchase second generation copies from the contractor. Copies shall be labeled, organized, physically located and arranged so as to provide expedient access required for quick-schedule reproduction.

Every effort will be made to give as much notification as possible, including making appointments, etc., in order to view the documents; however, occasionally extreme circumstances may occur where there will be little or no advance notice.

Occasionally the defense counsel and/or other authorized individuals may pick up the boxes from the contractor's plant. These individuals MUST have written authority from the U.S. Attorney's Office in order for the contractor to release the documents to them. The contractor will NOT be held responsible for documents that are lost, damaged, etc. while away from their facility.

Duration of legal document retention: Given the unpredictable nature of legal proceedings, it is difficult to state exactly how long any future trial proceeding might last. But based upon past experience, it is realistic to expect that each work order placed during the term of this contract will require the contractor to retain the first-generation copies for a minimum of 6 months to as long as of 30 months after the work order was issued.

**The contractor may be required to retain these copies (along with other forms of discovery, as applicable) for as long as 12 months after a work order has been issued at no additional expense to the Government.** (Note that storage of retained Government furnished legal documents may be required upon placement of a work order issued as late as the last day of the contract term.)

Reimbursement for storage cost(s): The contractor shall be reimbursed for the cost to store the retained Government reproductions that are ***retained for more than 12 months (one calendar year) after issuance of the print order***, according to the contractor's storage rate quoted within the contract 'Schedule of Prices.'

Notification of storage status: In order that the U.S. Attorney's Office know about any impending document storage costs, the contractor must notify Ms. Sandra Ortiz at (305-961-9250), no fewer than 30 calendar days before that date that a U. S. Attorney Office print order shall begin incurring document retention storage costs.

Billing for storage costs: Upon trial completion and return of Government furnished legal documents held for more than 12 months (one calendar year), the contractor shall send a billing voucher enumerating the storage cost—assessed according the contract 'Schedule of Prices'—to Ms. Sandra Ortiz at the U. S. Attorney's Office who will verify the performance and issue a Print Order (GPO Form 2511B) authorizing contractor reimbursement for the applicable storage cost(s).

After the retained copy has been made available to other parties for reproduction for the length of time determined by the U.S. Attorney's Office, it shall be returned to the address indicated at the contractor's expense: All expenses incidental to return of Government materials must be borne by the contractor.



The contractor will be required to contact the U.S. Attorney's Office, Miami to arrange for the return of retained Government furnished legal documents.

**DISTRIBUTION:** Deliver f.o.b. destination to the following areas in Florida (depending upon the applicable category): Ft. Lauderdale, West Palm Beach, or Ft. Pierce (no split shipments). Complete address will be indicated on the print order. **NOTE: INSIDE DELIVERY IS REQUIRED.** Usually there is only one delivery address; however, occasionally there may be one or more addresses listed.

Upon completion of each order, all Government furnished material must be returned to the address listed on the print order, or **stored at the contractor's facility**, as specified.

All expenses incidental to the pickup and return of furnished materials must be borne by the contractor. **(EXCEPTION: The contractor is NOT responsible for expenses involved in the pickup and return of documents picked up from them by defense counsel or other authorized individuals – see STORAGE OF DISCOVERY MATERIAL on pages 14 through 16).**

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511). **NOTE: THE CONTRACTOR IS TO ACCEPT DISCOVERY DOCUMENTS FROM U.S. ATTORNEY'S OFFICE OR THE U.S. COURT ONLY UNLESS OTHERWISE DIRECTED BY GPO ATLANTA.**

No definite schedule for pickup of material can be predetermined. Furnished material must be picked up from and delivered to:

**Category 1** – Ft. Lauderdale, FL area;

**Category 2** – West Palm Beach, FL area;

**Category 3** – Ft. Pierce, FL area.

**NOTE:** *The specific address will be given at the time of notification.*

The following schedule begins upon notification of the availability of each individual print order and furnished material. Orders must be completed and delivered within 25 hours to 30 days (including Saturday and Sunday).

Occasionally, due to the size of the trial, partial deliveries may be required, and will be so indicated on the print order. **THERE WILL BE NO PARTIAL DELIVERIES UNLESS AUTHORIZED BY THE INDIVIDUAL PLACING THE PRINT ORDER.**

**NOTE:** Deliveries\* **MUST be made to the destination indicated no later than the TIME and DATE indicated on the print order.** As much time as possible will be allowed, however, orders will be placed within a legal environment. In order to satisfactorily accommodate the demands of the legal system, the contractor must have sufficient onsite equipment and regularly staffed employees to be able to make as many as 200,000 total impressions of documents of varied size, condition, and assembly within a 3-day period.

**\*EXCEPTION:** Occasionally, due to a change in court date, urgency, etc., it may be necessary for the Government (the U.S. Attorney's Office or the U.S. District Court only) to move one order in front of another. **The contractor is to notify GPO Atlanta immediately of any schedule changes requested. Failure to do so may result in a delinquency assessment.**

Unscheduled material such as instructions, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

### SECTION 3.- DETERMINATION OF AWARD

Procurement under this solicitation will be divided into three categories as follows:

**Category 1** – US Attorney's Office, Ft. Lauderdale

**Category 2** – US Attorney's Office, West Palm Beach

**Category 3** – US Attorney's Office, Ft. Pierce

The Government will make an award in each category since it is anticipated that one firm may not be able to meet all of the requirements. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during the term of the contract.

The following item designations correspond to those listed in the "Schedule of Prices".

#### Category 1

I.	(1)	(2)
1.		
(a)	2500	125
(b)	375	19
(c)	12,245	612
(d)	162,936	1,629
(e)	10	
2.		
(a)	93	10
(b)	121	14
(c)	92	10
(d)	919	102
(e)	10	
3.	25	XXXX
4.		
(a)	50,000	500
(b)	98	11
(c)	10	
(d)	5	
II.	(1)	(2)
1.		
(a)	3,616	36
(b)	7,231	72
(c)	14,461	145
(d)	28,921	289
(e)	10	
2.		
(a)	13	1
(b)	25	1
(c)	50	1
(d)	100	1
(e)	10	

3. (a) 27,482  
(b) 5,496

III.

1. (a) 1,649  
(b) 55

2. (a) 220  
(b) 55

3. (a) 55  
(b) 55

4. (a) 110  
(b) 55

IV.

1. 142,688

2. 11,415

3. 50

4. 79

5. 4

6. (a) 12  
(b) 24

**Category 2**

I.	(1)	(2)
1.		
(a)	13,474	135
(b)	26,680	267
(c)	12,790	128
(d)	24,732	247
(e)	10	
2.		
(a)	32	1
(b)	63	1
(c)	125	1
(d)	247	2
(e)	5	

3. 50 XXXX

4.  
(a) 25,000 250  
(b) 50 1  
(c) 15  
(d) 2

II.  
1. (1) (2)  
(a) 309 6  
(b) 606 12  
(c) 1,187 24  
(d) 2,327 47  
(e) 5

2.  
(a) 8 1  
(b) 14 1  
(c) 26 1  
(d) 50 1  
(e) 5

3. (a) 2,310  
(b) 462

III.  
1. (a) 139  
(b) 5

2. (a) 18  
(b) 5

3. (a) 5  
(b) 5

4. (a) 9  
(b) 5

IV.  
1. 4,459  
2. 223  
3. 50  
4. 1  
5. 1

6.  
     (a)           12  
     (b)           24

**Category 3**

- I.
- |     | (1)    | (2)  |
|-----|--------|------|
| 1.  |        |      |
| (a) | 13,474 | 135  |
| (b) | 26,680 | 267  |
| (c) | 12,790 | 128  |
| (d) | 24,732 | 247  |
| (e) | 10     |      |
| 2.  |        |      |
| (a) | 32     | 1    |
| (b) | 63     | 1    |
| (c) | 125    | 1    |
| (d) | 247    | 2    |
| (e) | 5      |      |
| 3.  | 50     | XXXX |
| 4.  |        |      |
| (a) | 25,000 | 250  |
| (b) | 50     | 1    |
| (c) | 15     |      |
| (d) | 2      |      |

- II.
- |     | (1)   | (2) |
|-----|-------|-----|
| 1.  |       |     |
| (a) | 309   | 6   |
| (b) | 606   | 12  |
| (c) | 1,187 | 24  |
| (d) | 2,327 | 47  |
| (e) | 5     |     |
| 2.  |       |     |
| (a) | 8     | 1   |
| (b) | 14    | 1   |
| (c) | 26    | 1   |
| (d) | 50    | 1   |
| (e) | 5     |     |
| 3.  |       |     |
| (a) | 2,310 |     |
| (b) | 462   |     |

- III.
- |     |     |
|-----|-----|
| 1.  |     |
| (a) | 139 |
| (b) | 5   |

- 2.
  - (a) 18
  - (b) 5
- 3.
  - (a) 5
  - (b) 5
- 4.
  - (a) 9
  - (b) 5

- IV.
- 1. 4,459
  - 2. 223
  - 3. 50
  - 4. 1
  - 5. 1
  - 6.
    - (a) 12
    - (b) 24

## SECTION 4.- SCHEDULE OF PRICES

GPO Facsimile Number: (404) 605-9185/9186

Quotes due by: 11:00 a.m. / Date: February 9, 2012

BIDDERS NAME AND SIGNATURE: Fill out and return\* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Person to be contacted) (Telephone Number) (Date) (State Code/Contractor's Code)

\*\*\*\*\*  
\*You may FAX the Schedule of Prices pages to the above number, or you may mail them to: Atlanta Regional Printing Office, 1888 Emery St. NW, Suite 110, Atlanta, GA 30318-2542.

(NOTE: TELEPHONE AND/OR E-MAIL QUOTATIONS ARE NOT ACCEPTABLE.)

\*\*\*\*\*

### PAYMENT TERMS:

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

\*\*\*\*\*

### THIS SECTION FOR GPO USE ONLY

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

Contracting Officer: \_\_\_\_\_ Date: \_\_\_\_\_  
(Initials)

\*\*\*\*\*

**DUE TO THE RESTRICTIONS OF THE CONTRACT REQUIREMENTS, THE CONTRACTOR MUST FURNISH WITH THEIR QUOTE A COMPLETE LISTING OF ALL PERSONNEL AND EQUIPMENT THAT WILL BE USED UNDER PROGRAM 3455-S, AS WELL AS THE PLAN FOR STORING AND VIEWING THE DISCOVERY MATERIAL.**

**FURTHER, THE CONTRACTOR MUST IMMEDIATELY NOTIFY GPO ATLANTA REGARDING ANY SIGNIFICANT CHANGES (SUCH AS, RELOCATION OF FACILITIES, STAFFING, EQUIPMENT) THAT MAY OCCUR AFTER AWARD OF THE CONTRACT.**

\*\*\*\*\*

Quotes offered are f.o.b. destination.

Quotes for each item listed in its respective format group, as defined in Section 2.- Specifications, must include the cost of all required materials and operations in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which quotes are submitted. Bidder may quote in one category and no-quote the other categories. Quotes submitted with any obliteration, revision, or alteration of the order and manner of submitting quotes, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item within the category that a bidder is quoting on may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the agency shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Atlanta GPO. If such orders are placed by the agency, and no Modification is received from the Atlanta GPO, the contractor is to notify GPO Atlanta immediately. Failure to do so may result in nonpayment.**

Each different classification of litigation reproduction will be identified by as a grade listed below. (See pages 9 and 10 for detailed definitions.) NOTE: In the event of a dispute as to the grade of the Government furnished documents, GPO Atlanta will be the final judge.

**Grade A (Auto-feed - Routine)**

**Grade B (Light Glasswork)**

**Grade C (Medium Glasswork)**

**Grade D (Heavy Glasswork)**

**Category 1**

- I. COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations (including storage costs for the first 12 months – see pages 14 & 15 under “STORAGE OF DISCOVERY MATERIAL”) necessary for the complete production and distribution of the product listed in accordance with these specification.

**Prices will be offered "per impression."**

	Format A (1)	Format B (2)
1. Black only:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C.....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)



	Format A (1)	Format B (2)
2. Color copying:		
(a) Grade A .....per impression.....	\$ _____	\$ _____
(b) Grade B .....per impression.....	\$ _____	\$ _____
(c) Grade C.....per impression.....	\$ _____	\$ _____
(d) Grade D .....per impression.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....		\$ _____
3. Tab dividers .....each .....	\$ _____	\$ _XXXX_
4. Blowbacks from CD or DVD:		
(a) Black only.....per impression.....	\$ _____	\$ _____
(b) Color .....per impression.....	\$ _____	\$ _____
(c) Over-sized Black Only documents .per square foot.....		\$ _____
(d) Over-sized Color documents .....per square foot.....		\$ _____

II. SCANNING: Documents scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD/DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and providing a viewer, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

	Format A (1)	Format B (2)
1. Black only:		
(a) Grade A .....per image.....	\$ _____	\$ _____
(b) Grade B .....per image.....	\$ _____	\$ _____
(c) Grade C.....per image.....	\$ _____	\$ _____
(d) Grade D .....per image.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....		\$ _____
2. Color:		
(a) Grade A .....per image.....	\$ _____	\$ _____
(b) Grade B .....per image.....	\$ _____	\$ _____
(c) Grade C.....per image.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

	Format A (1)	Format B (2)
(d) Grade D .....per image.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....		\$ _____
3. Optical Character Recognition:		
(a) OCR scanning..... per scan .....	\$ _____	\$ _____

III. OBJECTIVE, SUBJECTIVE AND IN-TEXT CODING:

1. Bibliographic objective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30 key-strokes of objective coding .....per field. .... \$ \_\_\_\_\_
2. Bibliographic subjective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30 key-strokes of subjective coding .....per field. .... \$ \_\_\_\_\_
3. In-text coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30 key-strokes of in-text coding.....per field. .... \$ \_\_\_\_\_
4. Document boundaries must show the placement of paper clips, staples, dividers, stick-notes and etc.
  - (a) Standard (physical) document Boundaries .....per 100 boundaries..... \$ \_\_\_\_\_
  - (b) Logical (relational-ship) document boundaries .....per 100 boundaries..... \$ \_\_\_\_\_

IV. ADDITIONAL OPERATIONS:

1. Bates Identification..... each original ..... \$ \_\_\_\_\_
2. Bates Identification, copies only..... each unique ID number\* ..... \$ \_\_\_\_\_  
**(\*A charge is allowed under 2. ONLY WHEN THE ORIGINALS DO NOT REQUIRE BATES IDENTIFICATION.)**

\_\_\_\_\_  
(Initials)

3. Up-charge for index stock\*\* ..... per leaf..... \$ \_\_\_\_\_  
*(\*\*A charge will be allowed under 3. **ONLY** for leaves printed on index stock).*
4. Duplicate CD, includes standard  
single clear plastic jewel case ..... per CD ..... \$ \_\_\_\_\_
5. Duplicate DVD, includes standard  
single clear plastic jewel case ..... per DVD ..... \$ \_\_\_\_\_
6. Storing boxes of discovery:
  - (a) Boxes containing documents that were NOT  
produced under the contract..... per box/per month..... \$ \_\_\_\_\_
  - (b) Boxes containing documents produced under  
the contract and stored for more than  
one calendar year ..... per box/per month..... \$ \_\_\_\_\_

**Category 2**

- I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations **(including storage costs for the first 12 months – see pages 14 & 15 under “STORAGE OF DISCOVERY MATERIAL”)** necessary for the complete production and distribution of the product listed in accordance with these specification.

**Prices will be offered "per impression."**

- |  | Format A<br>(1) | Format B<br>(2) |
|--|-----------------|-----------------|
| 1. Black only:                                     |                 |                 |
| (a) Grade A .....per impression.....               | \$ _____        | \$ _____        |
| (b) Grade B .....per impression.....               | \$ _____        | \$ _____        |
| (c) Grade C.....per impression.....                | \$ _____        | \$ _____        |
| (d) Grade D .....per impression.....               | \$ _____        | \$ _____        |
| (e) Over-sized documents .....per square foot..... | \$ _____        | \$ _____        |
| 2. Color copying:                                  |                 |                 |
| (a) Grade A .....per impression.....               | \$ _____        | \$ _____        |
| (b) Grade B .....per impression.....               | \$ _____        | \$ _____        |
| (c) Grade C.....per impression.....                | \$ _____        | \$ _____        |
| (d) Grade D .....per impression.....               | \$ _____        | \$ _____        |
| (e) Over-sized documents .....per square foot..... | \$ _____        | \$ _____        |

\_\_\_\_\_  
(Initials)

- |   | Format A<br>(1) | Format B<br>(2) |
|---|-----------------|-----------------|
| 3. Tab dividers .....each .....                           | \$ _____        | \$ _XXXX_       |
| 4. Blowbacks from CD or DVD:                              |                 |                 |
| (a) Black only.....per impression.....                    | \$ _____        | \$ _____        |
| (b) Color.....per impression.....                         | \$ _____        | \$ _____        |
| (c) Over-sized Black Only documents .per square foot..... |                 | \$ _____        |
| (d) Over-sized Color documents .....per square foot.....  |                 | \$ _____        |

II. SCANNING: Documents scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD/DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and providing a viewer, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

- |  | Format A<br>(1) | Format B<br>(2) |
|--|-----------------|-----------------|
| 1. Black only:                                     |                 |                 |
| (a) Grade A .....per image.....                    | \$ _____        | \$ _____        |
| (b) Grade B .....per image.....                    | \$ _____        | \$ _____        |
| (c) Grade C.....per image.....                     | \$ _____        | \$ _____        |
| (d) Grade D .....per image.....                    | \$ _____        | \$ _____        |
| (e) Over-sized documents .....per square foot..... |                 | \$ _____        |
| 2. Color:  |                 |                 |
| (a) Grade A .....per image.....                    | \$ _____        | \$ _____        |
| (b) Grade B .....per image.....                    | \$ _____        | \$ _____        |
| (c) Grade C.....per image.....                     | \$ _____        | \$ _____        |
| (d) Grade D .....per image.....                    | \$ _____        | \$ _____        |
| (e) Over-sized documents .....per square foot..... |                 | \$ _____        |
| 3. Optical Character Recognition:                  |                 |                 |
| (a) OCR scanning..... per scan .....               | \$ _____        | \$ _____        |

\_\_\_\_\_  
(Initials)

III. OBJECTIVE, SUBJECTIVE AND IN-TEXT CODING:

1. Bibliographic objective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30  
key-strokes of objective coding .....per field. .... \$ \_\_\_\_\_
2. Bibliographic subjective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30  
key-strokes of subjective coding .....per field. .... \$ \_\_\_\_\_
3. In-text coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional  
30 key-strokes of in-text coding.....per field. .... \$ \_\_\_\_\_
4. Document boundaries must show the placement of paper clips,  
staples, dividers, stick-notes and etc.
  - (a) Standard (physical) document  
Boundaries .....per 100 boundaries ..... \$ \_\_\_\_\_
  - (b) Logical (relational-ship)  
document boundaries .....per 100 boundaries ..... \$ \_\_\_\_\_

IV. ADDITIONAL OPERATIONS:

1. Bates Identification..... each original ..... \$ \_\_\_\_\_
2. Bates Identification, copies only..... each unique ID number\* ..... \$ \_\_\_\_\_  
*(\*A charge is allowed under 2. ONLY WHEN THE ORIGINALS DO NOT REQUIRE BATES IDENTIFICATION.)*
3. Up-charge for index stock\*\* ..... per leaf ..... \$ \_\_\_\_\_  
*(\*\*A charge will be allowed under 3. ONLY for leaves printed on index stock).*
4. Duplicate CD, includes standard  
single clear plastic jewel case ..... per CD ..... \$ \_\_\_\_\_
5. Duplicate DVD, includes standard  
single clear plastic jewel case ..... per DVD ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)

6. Storing boxes of discovery:
- (a) Boxes containing documents that were NOT  
produced under the contract..... per box/per month..... \$ \_\_\_\_\_
- (b) Boxes containing documents produced under  
the contract and stored for more than  
one calendar year ..... per box/per month..... \$ \_\_\_\_\_

**Category 3**

- I. **COMPLETE PRODUCT:** Prices offered shall include the cost of all required materials and operations **(including storage costs for the first 12 months – see pages 14 & 15 under “STORAGE OF DISCOVERY MATERIAL”)** necessary for the complete production and distribution of the product listed in accordance with these specification.

**Prices will be offered "per impression."**

- |  | Format A<br>(1) | Format B<br>(2) |
|--|-----------------|-----------------|
| 1. Black only:                                 |                 |                 |
| (a) Grade A .....per impression.....           | \$ _____        | \$ _____        |
| (b) Grade B .....per impression.....           | \$ _____        | \$ _____        |
| (c) Grade C.....per impression.....            | \$ _____        | \$ _____        |
| (d) Grade D .....per impression.....           | \$ _____        | \$ _____        |
| (e) Over-sized documents ..... per square foot |                 | \$ _____        |
| 2. Color copying:                              |                 |                 |
| (a) Grade A .....per impression.....           | \$ _____        | \$ _____        |
| (b) Grade B .....per impression.....           | \$ _____        | \$ _____        |
| (c) Grade C.....per impression.....            | \$ _____        | \$ _____        |
| (d) Grade D .....per impression.....           | \$ _____        | \$ _____        |
| (e) Over-sized documents ..... per square foot |                 | \$ _____        |
| 3. Tab dividers .....each .....                | \$ _____        | \$ <u>XXXX</u>  |

\_\_\_\_\_  
(Initials)

	Format A (1)	Format B (2)
4. Blowbacks from CD or DVD:		
(a) Black only.....per impression.....	\$ _____	\$ _____
(b) Color .....per impression.....	\$ _____	\$ _____
(c) Over-sized Black Only documents .per square foot.....		\$ _____
(d) Over-sized Color documents .....per square foot.....		\$ _____

II. SCANNING: Documents scanned to TIFF, PDF, or JPEG with a minimum 300 dpi burned to CD/DVD. Cost must include scanning, computer indexing, second pass verification, creating a load file and providing a viewer, as well as the cost of blank CDs/DVDs and a standard, single clear plastic jewel case for each.

	Format A (1)	Format B (2)
1. Black only:		
(a) Grade A .....per image.....	\$ _____	\$ _____
(b) Grade B .....per image.....	\$ _____	\$ _____
(c) Grade C.....per image.....	\$ _____	\$ _____
(d) Grade D .....per image.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....		\$ _____
2. Color:		
(a) Grade A .....per image.....	\$ _____	\$ _____
(b) Grade B .....per image.....	\$ _____	\$ _____
(c) Grade C.....per image.....	\$ _____	\$ _____
(d) Grade D .....per image.....	\$ _____	\$ _____
(e) Over-sized documents .....per square foot.....		\$ _____
3. Optical Character Recognition:		
(a) OCR scanning..... per scan .....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

III. OBJECTIVE, SUBJECTIVE AND IN-TEXT CODING:

1. Bibliographic objective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30  
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2. Bibliographic subjective coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional 30  
key-strokes of subjective coding.....per field. .... \$ \_\_\_\_\_
3. In-text coding:
  - (a) Up to 30 key-strokes per field. ....per 100 fields..... \$ \_\_\_\_\_
  - (b) Cost for each additional  
30 key-strokes of in-text coding.....per field. .... \$ \_\_\_\_\_
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  - (a) Standard (physical) document  
Boundaries .....per 100 boundaries ..... \$ \_\_\_\_\_
  - (b) Logical (relational-ship)  
document boundaries .....per 100 boundaries ..... \$ \_\_\_\_\_

IV. ADDITIONAL OPERATIONS:

1. Bates Identification..... each original ..... \$ \_\_\_\_\_
2. Bates Identification, copies only..... each unique ID number\* ..... \$ \_\_\_\_\_  
**(\*A charge is allowed under 2. ONLY WHEN THE ORIGINALS DO NOT REQUIRE BATES IDENTIFICATION.)**
3. Up-charge for index stock\*\* ..... per leaf ..... \$ \_\_\_\_\_  
**(\*\*A charge will be allowed under 3. ONLY for leaves printed on index stock).**
4. Duplicate CD, includes standard  
single clear plastic jewel case ..... per CD ..... \$ \_\_\_\_\_
5. Duplicate DVD, includes standard  
single clear plastic jewel case ..... per DVD ..... \$ \_\_\_\_\_

\_\_\_\_\_  
(Initials)



6. Storing boxes of discovery:
- (a) Boxes containing documents that were NOT  
produced under the contract..... per box/per month..... \$ \_\_\_\_\_
- (b) Boxes containing documents produced under  
the contract and stored for more than  
one calendar year ..... per box/per month..... \$ \_\_\_\_\_

\*\*\*\*\*

**RESTRICTED AREA OF PRODUCTION:** My production facilities are located within the RESTRICTED area of production for:

Category 1 - Yes \_\_\_\_\_ No \_\_\_\_\_ (bidders who answer "no" will NOT be considered).

Category 2 - Yes \_\_\_\_\_ No \_\_\_\_\_ (bidders who answer "no" will NOT be considered).

**ASSUMED AREA OF PRODUCTION:** My production facilities are located within the assumed area of production for:

Category 3 - Yes \_\_\_\_\_ No \_\_\_\_\_.

NOTICE: Bidders whose answer to the above is NO should furnish the following information for Category 3.

1. Time elapsed from acceptance of print order to pickup of  
Government Furnished Material..... \_\_\_\_\_
2. Time elapsed from pickup of Government Furnished Material  
to delivery at contractor's plant..... \_\_\_\_\_
3. Time elapsed from completed product to delivery at destination..... \_\_\_\_\_

**DUE TO THE RESTRICTIONS OF THE CONTRACT REQUIREMENTS, THE CONTRACTOR MUST FURNISH WITH THEIR QUOTE A COMPLETE LISTING OF ALL PERSONNEL AND EQUIPMENT THAT WILL BE USED UNDER PROGRAM 3455-S, AS WELL AS THE PLAN FOR STORING AND VIEWING THE DISCOVERY MATERIAL.**

**FURTHER, THE CONTRACTOR MUST IMMEDIATELY NOTIFY GPO ATLANTA REGARDING ANY SIGNIFICANT CHANGES (SUCH AS, RELOCATION OF FACILITIES, STAFFING, EQUIPMENT) THAT MAY OCCUR AFTER AWARD OF THE CONTRACT.**

\_\_\_\_\_  
(Initials)



DEPARTMENT OF THE TREASURY

CONSENT

**EXHIBIT A**

I, \_\_\_\_\_, whose signature appears below, hereby knowingly and voluntarily consent to an x-ray of my stomach and abdominal area:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Patient

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness

CONSENTIMIENTO

Yo, \_\_\_\_\_, cuya firma aparece aquí debajo, conscientemente y voluntariamente me someto a que me tomen una radiografía de "Rayos X" del área del estómago y del área abdominal.

Fecha: \_\_\_\_\_

Hora: \_\_\_\_\_

\_\_\_\_\_  
Firma del Paciente

\_\_\_\_\_  
Firma del Testigo

\_\_\_\_\_  
Firma del Testigo

Revised Aug 01, 1994

U.S. Department of Justice

Immigration Detainer Hold/Notice of Action

Office Comments:

# EXHIBIT A

INMATE # \_\_\_\_\_  
UPON RELEASE OF INMATE, NOTIFY:  
*Miami Criminal Alien Program*  
PHONE: (305) 530-6471/6472

Date \_\_\_\_\_

TO: (Name, title and institution) <b>U. S. MARSHALS SOUTHERN DISTRICT OF FLORIDA FEDERAL DETENTION CENTER 33 NE 4TH STREET MIAMI, FLORIDA 33128</b>	FROM: (INS Office Address) <b>OFFICE OF THE SENIOR INSPECTORS INSPECTIONS BRANCH MIAMI INTERNATIONAL AIRPORT P.O. BOX 987895 MIAMI, FLORIDA 33299-7895</b>
--	---

Name of Inmate (Last)	(First)	(Middle)
_____	_____	_____
Month, Day and Year of Birth	Sex	Nationality
_____	_____	_____

YOU ARE ADVISED THAT THE ACTION NOTED BELOW HAS BEEN TAKEN BY THIS SERVICE CONCERNING THE ABOVE-NAMED INMATE OF YOUR INSTITUTION:

- ☒ Investigation has been initiated to determine whether this person is subject to deportation and/or exclusion from the U.S.
- ☐ An Order to Show Cause in deportation proceedings, a copy of which is attached, was served on \_\_\_\_\_, 19 \_\_\_\_.
- ☐ A warrant of arrest in deportation proceedings, a copy of which is attached, was served on \_\_\_\_\_, 19 \_\_\_\_.
- ☐ Deportation from the United States has been ordered.

IT IS REQUESTED THAT YOU:

- ☒ Accept this notice as a detainer. This is for notification purposes only and does not limit your discretion in any decision affecting the offender's classification, work and quarters assignments or other treatment which he/she would otherwise receive.
- ☐ Please complete and sign the bottom block of the duplicate of this form and return it to this office. A self-addressed sealed envelope is enclosed for your convenience.
- ☒ Notify this office of the time of release at least 30 days prior to release or as much in advance as possible.
- ☒ Notify this office in the event of death or transfer to another institution.

**Miami International Airport  
(305) 526-2612**

Receipt acknowledged

Probable date of release:

ORIGINAL: TO "A" FILE  
COPY: TO ARRESTING OFFICER

Form I-247 (Rev. 3-1-83)X

Arresting officer and/or agency must acknowledge receipt above.

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